



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

October 21, 2021
NOTICE OF JOB VACANCY
#21-367

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Program Specialist Trainee

SALARY: \$44,628.85

LOCATION: Office of the Attorney General
Attorney General's Advocacy Institute
25 Market Street, 4th Floor
Trenton, NJ 08625
(*Statewide travel required for work responsibilities*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of the Director, Attorney General's Advocacy Institute (AGAI), as a trainee and productive worker, receives on-the-job training while assisting with the technical aspects of web-based training including proficiency with Zoom meeting and webinar functions; operates and maintains presentation equipment; integrate multi-media components into program materials; integrate training materials into the AGAI webpage by providing web access to training materials, including the creation and maintenance of an on-demand library of recorded webinars and other programs; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees selected to fill a trainee title and who successfully complete the twelve-month training period as a Program Specialist Trainee will be eligible for advancement to the title: Program Specialist 1. *The inability of an employee to attain a level of performance warranting advancement to the title indicated above shall be considered cause for separation.*

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants with technical and/ or information technology (IT) skills.

RESUME NOTE: Eligibility determinations are based upon proof of degree submitted and the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #21-367, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) on or before the closing date of November 20, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

